



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

January 13, 2015

Dear Potential Proponents:

Re: FC-7936, Employee Benefits

Attached is one (1) copy of **Addendum Number 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Krista A. Morrison, Esq., at (404) 865-8709 or by email at kamorrison@atlantaga.gov.

Sincerely,


Adam L. Smith

ALS/kam

ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **Modifying Pre-Proposal Conference Location:** The Pre-Proposal Conference has been relocated to the Old City Council Chambers, Atlanta City Hall Tower, 3rd Floor, Suite 3100, 68 Mitchell Street SW, Atlanta, Georgia 30303; and
- **Announcing Availability of USB Flash Drive containing Exhibit A-1, Cost Proposal, and Appendix E, Additional Information and Required Submittals:** The USB Flash Drive containing Exhibit A-1, Cost Proposal, and Appendix E, Additional Information and Required Submittals is now available, and will continue to be available to prospective proponents until the proposal due date. As it contains confidential information, the USB Flash Drive containing Appendix E – Additional Information and Required Submittals, and Exhibit A.1 – Cost Proposal must be retrieved in person from the City of Atlanta Department of Procurement's Plan Room, 55 Trinity Avenue S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303-0307. Proponents must complete the Confidentiality Agreement in Appendix C and return it on site in order to receive the above-referenced USB Flash Drive.

The Proposal due date has NOT been modified and Proposals are due on Wednesday February 25, 2015 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

**FC-7936, Employee Benefits
Addendum No. 1
January 13, 2015
Page 3**

Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-7936, Employee Benefits Addendum No. 1** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date